# PTO Board Meeting Agenda

# November 5, 2013 – 12:00 p.m. Sprague Library

## 1. Call to Order and Attendance

**Attendees:**

Anne Van Gerven

Wendy Miller

Michelle Kowalski

Rachel Schwarcz

Christy Adler

Katie Reynolds

Kelly Dupont

Tania Surane

Lynn Driscoll

Tiffany Etzel

Lisa Lewis

Amy Morrison

Sharon Chamberlain

Michelle Schmitke

Lorrie Hardy

Edward Kogan

Debbie Fisch

Molly Shapiro

Kristin Keevins

Agnes Beatty

Anne Rainis

Beth Hanna

## 2. Approval of Minutes from October 2013 Meeting

## 3. Correspondence and Announcements

An article presented about District 103 in latest issue of Pioneer Press.

## 4. Administrative Reports

* 1. **Katie Reynolds – Assistant Superintendent of Curriculum & Instruction**
* Common Core meeting a success, 150 parents attending, Power Point presentation to be available online
* Upcoming Science Work Teachers meeting for 2 days, to discuss next generation standards
* Social studies are in beginning stages of analysis
* School report card data released
	1. **Christy Adler – Sprague Principal**
* Eagle setup
* new staff incl. Spanish teacher
* Report cards at Sprague prepared to meet CC standards to be distributed, different from previous years; guide to report cards will be available
* Spanish lessons - focusing on participation, rather than assessment
* Math and focus as new way of teaching math - focusing on problem solving
* Parent-teacher conferences coming up
* Food drive in progress
* Kindergarten lunch/recess
	1. **Anne Van Gerven- School Board Member**
* October meeting had discussion on the Tax Levy - an email (Truth in Taxation) was sent from the district with clarification on this for taxpayers. As a reminder, the Board voted to abate the Debt Service amount which means that we will be requesting roughly the same amount in tax support from current taxpayers as we did last year. Overall the tax levy amount that the district will request will increase but this is due to TIF and New Construction projects - amount from existing taxpayers will remain unchanged. Your tax bill may change thought due to any differences in your properties EAV amounts vs. neighbors, etc.
* Sprague Re-Dedication/Ribbon Cutting occurred on Tuesday, October 15th, with a short video and comments by Dr. Warren and Gary Gordon. Thanks to PTO for their contribution to this project.
* Board meetings and Administrators will be attending the Triple III Conference for Illinois School Boards on Friday and Saturday, November 22 and 23rd in Chicago. This will give board members and administrators an opportunity to learn about new programs and initiatives at other districts and board that might benefit District 103.
* Next Board meeting is Tuesday, November 12th at 7 pm in the DW Library. Agenda is currently being created but carryover topics from last month's meeting include Transportation review and survey as well as Updated on Board and Superintendent Goals. You can visit www.d103.org under Leadership=>School Board=>Agendas and Minutes for more details later this week.

## 5. PTO Executive Committee Reports

1. **President - report by Kristin Keevins**

1)  We are excited to report that some of the school allocations funds were used to provide a Gaga Pit at DW for more recess options.

2)  We now have PTO business cards with our PTO logo and our website information - there is space for your own name and number on the back. You can use these when presenting to businesses or with families who want more information on PTO.

3)  Please note that the schedule for School Board meetings is on our toolbox.

1. **Vice President - report by Beth Hanna**

Positive Feedback Challenge:

We would like to challenge our entire PTO Board to send at least one positive feedback e-mail to the Staff member of their choice before our next meeting on December 10th. Examples are passed around.

* + 1. **LFF Update**

LFF has completed an informational brochure that’s been in the works for a while. They would like the PTO to include this brochure in the PTO Welcome Packets. Their new web site is up and running as well. Please see 103learningfund.org.

* + 1. **D103 Music Boosters Update - reported by Wendy Miller**

Missy Finn and Jenn Bott did a phenomenal job with Box Tops promotions at Sprague.  It's a low-key fund raiser but all those box tops really add up!  We take them ALL YEAR LONG! Don't forget to drop yours off at the school office of your choice.  Just label them "Music Boosters" or OMMPA, and we'll take care of the rest.

We don't meet again until Dec 5th as a committee of the whole.

Senior Citizen Day at Daniel Wright hosted nearly 70 local seniors and a few of their younger care givers.  The 8th Grade band, orchestra, choir and show choir performed.  It's such a nice thing the music program at DW does for the community and d103 Music Boosters were pleased to be a small part of it.

First strategy meeting for the IGSMA Solo & Ensemble event is November 5th.  Anticipate an electronic volunteer sign-up listing to go out--and then please pick a time slot!  Many music parents signed up to volunteer for the event at the Fall Music Concert.

"Thank You"  or those who have purchased gift cards at the October Gift Card Sale.  We will have cards available again prior to the PTO Book Fair and also plan to have pre-order forms for i-tunes cards sent home with students using electronic devices in Mrs. Toomey's classroom setting.

* + 1. **Teacher Appreciation**

We are actively working on our goal to expand Teacher Appreciation Day to Staff Appreciation week. LFF and D103 Music boosters are on board to contribute. Our first meeting will be with Kelly Dupont and Alisa Levine to form a PTO Board support structure, possibly a Special Committee, to execute this year’s Staff Appreciation week. Teacher appreciation set for the week of May 5th to May 9th.

1. **Treasurer - report by Molly Shapiro**
2. September/October Financials
3. Coordinator Tracking – Budget vs. Actual
4. **Secretary/Communications - report by Agnes Beatty**
5. 103 Monthly Submission for December (due 11/15 – VP)
6. Distributed Board Meeting attendance sheet.
7. **Ways and Means**
8. **Run for the Fields/5K - by Tricia Jette**

We got official notification from Lake County that the planned construction for Riverwoods Road in spring/summer 2014 will be planned AFTER our race so there will be no conflict on closing Riverwoods Road and we can proceed with our event there.

Permits are being submitted officially for Lake County, USA Track and Field, and Village of Lincolnshire as well as insurance coverage from USA Track and Field.

Brian Terwilliger has volunteered to coordinate with the timing company which will be the same as last year and he will start that this week as well.

We had a meeting with Kristin, Beth, Kim Sylvan, Tricia Jette to discuss the possible re-branding of the race as the original name "run for the Fields" which was to fund the re-grading of DW's fields has now evolved to a broader focus for the development of healthy minds and bodies of our children and funding the needs of programs or projects in the school to support that.

Beth K is focused on our Title Sponsor AON Hewitt.  They have been a major contributor of $7500 for the past 3 years and she is trying to secure them as a future sponsor by giving them recognition of their contribution.  We are working with Kim Sylvan on putting together an article in the paper which recognizes how a national corporation impacts their local community through their sponsorship of our event.

We are finalizing the sponsorship packet so that sponsorship efforts can officially begin, although contacts have already been made to past sponsors in an effort to be proactive in companies budgets for year end.

We are looking good on volunteers...thank you to so many who have stepped up.  We are working on planning a formal kickoff meeting at the beginning of January.

1. **Camp Fair - by Wendy Miller**

Promotion/ Marketing efforts for the fair:

* Chicago Parent again willing to partner with us.  Susie negotiating rate for printed and electronic media advertisement in the Camp edition of the magazine.
* Kristin Keevins in conversation with Make it Better Magazine.  Will pay for printed advertisement; negotiating.
* First flier Save the Date reminder for camps that enrolled last year completed.
* Working on Master Mailing; targeting 11/8 mailing by Constant Contact distribution.
* Targeting additional local day/activity and YMCA camps in our master invitation list in response to our volume of families of smaller children represented  at the 2012 fair.
* Discussed regional PTO "promotion" and will continue that this year.  ACA feels this is very valuable. Discussed putting a per-PTO dollar cap on the promotion.
* Web enrollment page ready for Nov. 15th Go-Live date

## 6. Board Member Updates

1. **Community Relations - by Alisa Levine**

We gave the 3 principals and assist principal $10 Starbucks cards and mums for Friday principal appreciation day. We need to add this to our budget for next year.

1. **Welcome Committee - by Stacy Szwejbka**

Susie Durlacher is  going to the ELL curriculum night Wednesday, November 6, 2014 at Sprague to reach out to our new ELL families.

1. **Parent Education - by Michelle Kowalski**

Our EQ vs. IQ event was a huge success. We had approximately 160 attendees and overall good reviews from our feedback. Thank you to everyone that helped to spread the word and make this event a success.

This Thursday, November 7th CPN is sponsoring two programs by Ken Ginsburg.

 **9am-11am** "Building Resilience: Giving Kids Roots and Wings" at North Shore Unitarian Church in Deerfield.

 AND

 **7pm-9pm** "Authentic Success: Raising Youth To Thrive" at Stevenson H.S. PAC in Lincolnshire

There will also be a follow up discussion held on:

**Wednesday, Nov. 13 9:30am-11am Vernon Area Public Library in Lincolnshire**. Facilitated by District 96 Superintendent, Julie Schmidt.

\*CPN is also hosting a program with Dr. Catherine Steiner Adair on January 22nd 7pm-9pm at SHS: *The Big Disconnect: Protecting Childhood and Family Relationships in the Digital Age.*

 We are working on finding a date for Michael Brandwein to return to discuss discipline. We are hoping we can have him return in February or March instead of January.

Finally, we are investigating how to address the issue of technology since it has come up as a hot topic based on feedback from parents.

**iii. Boo Bash - report by Kristin Keevins**

Event a success, 150 smores distributed. We have leftover graham crackers & marshmallows.

1. **Grant a Teachers’ Wish**
2. **Cultural & Fine Arts** - by Ed Kogan

The Cultural Arts Committee is still searching for presenters for Explore the Arts Day.

Assemblies for all three schools have been secured and the schedule is attached.

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| **Cultural Arts Assemblies 2013-14** |  |  |  |
|  |  |  |  |  |
| **Performance** | **School** | **Grade** | **Dates of Performance** |  |
| Spirit of the Eagle | SP | 2 | 10/23/2013 |  |
| National Geographic Giant Map (Asia) | HD | 3-4 | 1/6/2014 |  |
| Flying Fox Conservation Fund | SP | K | 1/16/2014 |  |
| The Mousetrap Machine | HD | 3 | 1/31/2014 |  |
| Bringing Literature to Life | SP | 1 | 2/13/2014 |  |
| Mad Science | HD | 4 | 2/14/2014 |  |
| From Ballet to Breakdance | DW | 5-6 | 3/18/2014 |  |
| Spain's Dancing Rhythms | DW | 7-8 | 3/18/2014 |  |
| Pioneer LivingJourney Back in Time | SP | K | 4/7/2014 |  |
| Lewis & Clark | HD | 4 | 4/10/2014 |  |
| Anne Frank | DW | 8 | 4/14/2014 |  |
| Great American Challenge | HD | 3 | 5/9/2014 |  |
| Wheel of Wisdom | DW | 5-8 | 5/13/2014 |  |
|  |  |  |  |  |

Still looking for volunteers.

1. **Daniel Wright Coordinators** - by Jennifer Qualley

Halloween celebration:

5th grade had room parties. PTO supplied the TP to play the mummy game. Room parents brought in snacks and drinks.

6-8th grades received a Hershey bar or Skittles from the PTO during their lunch time.

Meet and Greet breakfast Nov.1st.

This is the first time PTO has sponsored this event and will do two more throughout the school year. Bagels, yogurt, and juice were supplied. This is for 7th and 8th grades. Each child will participate once during the year.

Pinstripes 7th grade end of year celebration date set….June 4th

Library aides. going smoothly and booked thru November.

1. **Colonial Days**

Date set at February 4th.

1. **Fraction Café**

Fraction cafe date secured….Jan. 14th per 5th grade teachers.

1. Art Cart - by Anne van Gerven

\*  We held out first art cart session two weeks ago (Project 1:  October 22-25, 2013 (Mona Lisa - Portraits)).  All went well with project, volunteers and materials.  We created a Powerpoint presentation to use for the initial instruction/overview piece which worked well (providing Smartboards worked) and teachers were very receptive to it.  We will have this added to GoogleDocs so that it can be available for next year - if the chairs want.

\*  Project 2 is scheduled for December 10-13, 2013 (Yarn Art)

\* We have had some parents ask about volunteering for this program so we may send out a quick email (via room parents) to let parents know they are welcome to help -if they want a chance to get into the classrooms - but really we were ok with the two of us and one additional parent to float.

1. Lighted Schoolhouse - by Robin Babbo

Lighted school house date set Dec. 6th. They are meeting with Tess for details. Planning in the works with student council advisors.

1. Dance Lessons - no report.
2. 8th Grade Dance - no report.
3. vii. Health Events - by Tiffany Etzel

5th grade "Girls Night Out" is on Nov 19th and "Guys' Night Out" is on Nov 21st.  Both events are 7:00-8:30 in the DW cafeteria.

1. viii. Spring Fling

Spring Fling date set June 4th for 6th grade

1. 6th grade social dance

Social dance invites have been ordered via approval of both Kim Sylvan and Kristin Keevins.  I have not received them yet . The invite includes an option to pay online via pay pal.

The social dance preview, where the dance instructors demo some dance moves, will be on 12/12 during 6th grade lunch.  This has been secured with office as well.

 Invites will go out to students after the dance preview/demo on 12/12.

1. **Half Day Coordinators - by Sharon Chamberlain**

~Picture day was a success: great photographers, efficient, finished early.
~Red Ribbon Week:  it was decided that Red Ribbon Week messages about drug use/abuse were not appropriate for the age of the students at Half Day School.
Mrs. Mau,  Student Council & I (Karen Flor) decided that we would like to have a "Healthy Choices Week" instead.   We originally thought we would try to organize it during Red Ribbon Week, but after much deliberation we will have our "Healthy Choices Week" in the spring.
~Halloween Holiday parties were held

1. World’s Fair - by Lynn Driscoll: no report
2. State Fair - by Chris Acampora: no report.
3. HEPCo - by Eliisa Capstick

Hepco planning is underway. We still need more volunteers, if you, or someone you know, would be helpful please ask them to contact me.

Book covers are being made and volunteer training will be our next step!

1. Native American Feast
2. Pilgrim Simulation

All preparation work is going as plan.  Pilgrim Simulation have begun.  The first class was Mrs Salzman who began yesterday (Nov 4th). Several teachers (Vani, Muller, Merchen, and Lenzini will begin their simulation on Nov 8th.  Mrs Terson and Mrs Ferron will do theirs after Thanksgiving.  All is going well.

Joe Pak and Elizabeth Soifer are coordinating this event.

They are in contact with teacher, Joe will be bringing the muffins and Elizabeth

will be bringing the rest of the supplies. Volunteers are being gathered

for this event to help with set up and clean up. So far they have 8 volunteers. They do need 8 more, and are working on getting more. We are asking if anyone from the board meeting are able to help. Mrs. Terson wanted 2 volunteers for each class. If no one at the board can help, the plan was to e-mail second grades parents and see if anyone else is interested.

## 7. Standing Committees

1. Links to Learning (PTO Vice President)
2. Nominating Committee (PTO Pres)
3. Executive Committee (PRO PRes0
4. Finance Committee (PTO Treasurer)
5. Legislative Committee (PTO VP)
6. Volunteer of the Year Committee (PTO VP)

## 8. Unfinished Business

## 9. Adjournment – Next Meeting Tuesday, December 10 at 12:00 in Sprague Library

## Meeting Minutes Addendum:

**5/e. Ways and Means - report by Beth Konieczny, read by Beth Hanna**

1. Premier PTO Sponsors - no report
2. $103 for 103 - 3 more families contributed
3. Membership - still available.
4. Book Fair

**Publicity/ Communications:** The first publicity flier will go out November 7. We will also be able to advertise utilizing facebook. Please LIKE the district facebook page and share the book fair info when you see it!

**Entertainment**:  We have a FULL main stage and a good turn out for our kids stage. Should be a great time!! **If anyone would like to be a kids stage announcer/face painting supervisor for a few hours, we would be very grateful. Please contact me if you would be willing to do this.**

**Raffle**:  Most of the raffle items are in. **If you know anyone, or are willing to donate anything to the raffle, contact Alissa Horak.**

**Booklet:** EJ Graphics has agreed to become a premiere partner with the PTO and print our pamphlet at no cost!! Linda has most of the pamphlet all ready to go. I hope to get it to EJ within the week.

**Wish List:** Sprague and HD really pulled through with the wish lists!! Daniel Wright turned in some.

**Giving Tree and Used Book Drive**:   Kelly Pryor and Michelle Manning have contacted Reading Power and let them know that we would like to support them again this year during our book fair. Reading Power provides a literacy program through one-on-one tutoring in 5 area North Chicago elementary schools and their learning center. They have provided reading assistance for 1200 children since it started in 2004.  Their mission is to accelerate children's learning and develop a love of reading and writing.  They are so excited and honored to have our support for a second year in a row. Keith Horak has built our new “giving tree”. It looks great. We will be reaching out to Mrs. Feld to get some help decorating it.

Book Drive:  Contact has been made with Bernie's Books.  They request a 2-week window for the book drive. The book drive will be held from December 2-15.

v. School Supplies - by Hazel Weaver: no report.

vi. Spirit Wear - by LINDA PINSEL

8th grade t-shirts were delivered to the students 2 weeks ago, We had a great response with 188 students out of 212 students purchasing the t-shirts.  We plan on offering another SW Order in January for a Feb. delivery for all 3 schools.

viii. DW Pizza Lunch - by Lorrie Hardy: no report.

**6/e. Sprague Coordinators - report by Caroline Cleveland, read by Beth Hanna**

1.  Halloween parties were a success.  I have requested that the room parents give feedback to grade level coordinators who can summarize the feedback for me.  So far:

**Kindergarten**

Regarding pin the pumpkin and having to wear the same bandana on every child.  Apparently, there was a class who had an outbreak of lice, and they did not like that the bandana was shared by the whole class.  Suggestion for next year, is perhaps buying a paper mask that each child can wear and take home.

**Ist Grade**

Felt the craft (pasta skeleton) was rather labor intensive.  Next year, we would need more adults who can actively help out and have the scavenger hunt not be an emphasis during the party.

**2nd Grade**

Feedback so far have been positive.  The children seemed to like both game and craft.

2.  Library Aides - per a check-in with Mrs Nora and Mrs Greene, all is going well.

3.  Art work for November was hung for Mrs Feld.